

*8680000*

From: NGB-TN (NGM0360) Delivered: Tue 13-Dec-88 12:41 EST Svs  
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INTEGRATION READINESS ANALYST, GS-301-11, PDCN R8680000

DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL  
GUARD BUREAU 5600 COLUMBIA PIKE, FALLS  
CHURCH, VA 22041-5125

NGB-TNC (690-500e)

12 December 1988

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Force Integration Readiness Analyst, GS-301-11, PDCN  
R8680000

1. Please change subject PD, Optional Form 8, Block 14 to indicate OFF/WO. Action is to add WO. Compatible MOS's are 350B, 420A.
2. Reference is made to request by KG-SPMO, dated 7 December 1988.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

MICHAEL F. MEAD Chief, Comp &  
Class Division Office of  
Technician Personnel

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# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R8680000

2. Reason for Submission

☒ Redescription

☐ Reestablishment

Explanation (Show any positions replaced)

Replaces R0499100, Program Analyst, GS-0345-11, and R0558200, Program Analyst, GS-0345-09

3. Service

☐ New

☐ Dept'l

☒ Field

4. Employing Office Location

☐ Exempt

☐ None exempt

N/A

10. Position Status

☐ Competitive

☒ Excepted (Specify)

32 USC 709

5. Duty Station

8. Employment Financial Stmt Required

☐ Yes

☒ No

9. Subject to IA Action

☒ Yes

☐ No

11. Position is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☐ Critical

☐ Noncritical

☐ Nonsensitive

13. Competitive Level Code

14. Agency Use

Officer

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Civil Service Commission

b. Department, Agency, or Establishment

c. Bureau

Force Integration Readiness Analyst

GS

0301

11

MMP

d. Field Office

e. Recommended by Supervisor or Investigating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

National Guard Bureau

c. Third Subdivision

Plans, Operations &amp; Training Office

a. First Subdivision

State Adjutant General

d. Fourth Subdivision

Mobilization Readiness Branch

b. Second Subdivision

State Headquarters

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position  
US OPM Miscellaneous Administration and Program Series Flysheet, GS-0301, dtd Jan 7  
US OPM Management Analysis PCS, (SEE BLK 24

Typed Name and Title of Official Taking Action

M. MICHELLE POTTER

Position Classification Specialist

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from LSA, is available from the personnel office or the Commission.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

GS-0343, dtd Feb 72. US OPM Equipment specialist PCS, GS-1670, dtd Jun 64. us OPM Program Analysis Series Flysheet, GS-0345, dtd Oct 65. US OPM Community Planning PCS, GS-0020, dtd Jun 73.

25. Description of Major Duties and Responsibilities (see attached)

25.

a. INTRODUCTION:

This position is located in the ARNG State Headquarters, Plans, Operations and Training Office (**POTO**), Mobilization Readiness Branch. The purpose of this position is to serve as a primary staff member in the **POTO** with responsibility for force integration and readiness issues.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as an advisor on force readiness, force **structure**, force integration, and Status Of Resources Training System (SORTS). Plans, organizes, coordinates, implements, evaluates and provides technical guidance to **units** and major commands in the state. These **tasks** are completed as a result of detailed and comprehensive studies which require new or substantially modified **work** methods, procedures, systems such as the feasibility of organization/reorganization, activation/deactivation, and location/relocation of units in the state's force **structure**. Determines capabilities of a community to support certain types or sizes of units, compatibility of the unit to the community, training areas **available**, physical facilities, etc. Develops **and recommends** plans, procedures and policies pertaining to programs such as military personnel development (ways to increase military occupational specialty (**MOS**) qualifications), equipment availability, unit assignments and utilization to improve readiness, maintenance and training. Advises and persuades management officials to adopt proposals resulting in substantial changes in programs or procedures.

(2) Develops the **state long range** Force Integration Plan: Analyzes the management of the state ARNG Force Integration Program. Analyzes integrating new doctrine and force **structure** in the most effective manner possible, while maintaining acceptable readiness levels. Provides general direction on force integration actions through publication of the state long range Force Integration Plan which includes evaluation of each planned action in terms of **structure**, personnel, equipment **resources**, training plans and facilities. Keeps **abreast** of force integration by attending force integration staff officer training. May keep **abreast** of operations research system analysis techniques by attending training **courses**, conferences, reviewing technical **literature**, etc. Coordinates the development and update of pre and post mobilization Table of Distribution and Allowances (**TDAs**).

(3) Analyzes new authorization documents, identifies conflicts, substantive changes and doctrinal issues, and recommends **courses** of action. Identifies and recommends priorities for integration of new doctrine and equipment into the existing multi-echelon, combined arms, and state training program. Establishes long term and near term milestones for force integration actions and ensures integration into the state training calendar.

Develops and publishes letters of instruction for force integration actions.

(4) Manages information associated with force integration initiatives. Consolidates and provides analysis of system-specific information contained in the Army Modernization Information Memorandum (**AMIM**), Materiel Fielding Plans (**MFPs**), organizational information found in ~~the~~ Table Of Organization and Equipment (TOEs), Modified Table Of Organization and Equipment (**MTOEs**) and the Force Modernization Master Plan (**FMMP**) and doctrinal information contained in field manuals, field and training circulars and Army Training and Evaluation Programs (**ARTEPs**). Extracts and provides pertinent data up and down the chain of command and across **functional** boundaries. Serves as point of contact for fielding of new and displaced equipment. Coordinates equipment fielding directly with Department of Army (DA), Major Commands (**MACOMs**), other DA agencies, State Area Command (**STARC**) staff and subordinate units. Conducts and monitors new and displaced equipment transfers. Collects and evaluates feedback of same.

(5) Performs other duties assigned.

C. SUPERVISORY CONTROLS:

Supervision is provided **by** the Mobilization Readiness Officer. Guidance is expressed in the form of overall program **objectives** and refers only problems of unusual difficulty to supervisor. Incumbent plans and carries out work independently. Effectiveness is evaluated in terms of achievement of program **objectives** for adherence to **key** principles of management and soundness of conclusions.

d. OTHER SIGNIFICANT FACTS: Top Secret Clearance required.

EVALUATION STATEMENT

A. Title, Occupational Series and Grade: Force Integration Readiness Analyst, GS-0301-11

B. References:

1. US OPM Miscellaneous Administration and Program Series Flys GS-0301, dtd Jan 79.
2. US OPM Management Analysis PCS, GS-0343, dtd Feb 72;
3. US OPM Equipment Specialist PCS, GS-1670, dtd Jun 64.
4. US OPM Program Analysis Series Flysheet, GS-0345, dtd Oct 6
5. US OPM Community Planning PCS, GS-0020, dtd Jun 73.
6. US OPM Digest of Significant Classification Decisions and Opinions, Vol 1 No. 2, dtd Nov 81.

C. Background Information: This position description is **redescribed** as a result of the Plans, Operations and Training Office National S

D. Occupational Series, Title and Grade Determination:

1. Occupational Series: This position involves in-depth analytical and administrative skills and performs detailed and comprehensive studies, the work requires a demonstrated ability to coordinate and integrate equipment modernization systems and organizations. The GS-0343, GS-0345 and the GS-1670 series were excluded because the equipment/organizations are integrated into the force structure. The equipment has been developed, tested and approved **by others**. These modernization systems and establishment of new organizations impact a broad spectrum of functions and missions. There are no **applicable** standards to directly classify this work. This position requires analytical ability, judgment and knowledge of **Force** Integration and Readiness Programs, policies and objectives. The skills required to perform this work are the same as GS-0301 positions (see page 3). Therefore, the GS-0301 is selected as the most appropriate series.

2. Title: Titles are not prescribed for positions classified in the GS-0301 series. Since the primary purpose of the work is associated with force integration and readiness, the title Force Integration Readiness Analyst is constructed as most descriptive.

3. Grade: The GS-0301 series does not have grading criteria; therefore, a cross-comparison to other standards must be made as follows:

Reference B.2. is used to evaluate the studies performed and the force integration actions. The studies conducted meet the GS-11 level which require new or substantially modified work methods, procedures, systems, etc., because of changes in missions or technological advances. These studies concern the feasibility of placing new units, reorganization, relocations, mission changes, technological advances in equipment, better utilization of training facilities, economics, etc. These

assignments exceed the GS-09 level because these studies lend themselves more readily to adapting study methods, to a greater responsibility for interpreting findings, to persuading management officials to adopt proposals for substantial changes and have a much broader potential impact. Analysts work independently on studies and refer only unusually difficult problems to supervisors. Employee analyzes the state Force Integration and Readiness Program, which involves planning and coordinating various facets of the program. Employee analyzes systems for integration due to technological advances in equipment and continuously contacts management officials to persuade and ensure required, diverse coordination actions are completed **to** field and integrate systems. Employee's ability to develop plans and implement an effective and timely program directly impact on state ARNG units. This complexity level far exceeds the GS-09 level where assignments involve generally routine projects, and where work performance does not have any impact past the immediate area. The work does not meet the GS-12 level because it does **not fully** meet the complexity of assignments. Generally the studies performed involve placing an organization in a particular location. The more difficult assignments and coordination are handled by the supervisor. The GS-11 level of responsibility is also met by this position. Employee receives general guidance. Work is planned and completed independently and is reviewed for overall adequacy, achievement of objectives, adherence to key principles of management and soundness of conclusions. Contacts with management officials are made **independently** to provide information and to make recommendations which have significant impact on the state's ability to obtain, implement and maintain modernization systems (weapons, equipment and organizations) to meet state goals. This level of responsibility significantly exceeds the GS-09 level where work **is** spot checked in progress: the work conducted does not impact past the immediate area: and, the scope of recommendations and decisions made are far less. This position does not meet the GS-12 level because this position refers unusual problems as they develop to the supervisor and deviates from accepted practices only after thorough **discussion** and subsequent approval by higher level management. Supervisors are available and provide guidance on courses of action to solve unusual problems.

Reference 8.3. is used to evaluate duties pertaining to equipment systems. This series provides a strong comparison for overall responsibility, provision of advice, guidance and assistance provided from the initial acquisition process of equipment systems through implementation and provision of training to utilize and maintain the systems and organizations acquired. The work fully meets the complexity of GS-11 assignments. This position is responsible for integrating organization/equipment systems and exceeds the GS-09 level where responsibility is for only individual projects or a portion of a broader assignment. Employee is responsible for resolution of problems or situations which hamper or prevent the timely fielding and integration of new or modernized systems and organizations. Incumbent is the primary facilitator

of the Force Integration and Readiness Program and its progress which involves a broad range of organizations, weapons and equipment **systems**. Assignments clearly exceed the GS-09 level. The **work** of this position does not meet the GS-12 level scope and complexity which describes making decisions that materially affect the readiness or capability of a total weapon system worldwide or serve as a technical advisor for installations covering several states. The GS-11 level of responsibility is met by this position. The **work** is performed independently. The **employee must be** self-motivated and must understand not only the formally specified goals but also the actions which must be accomplished to meet those goals. Employee performs these duties and responsibilities with the authority to make decisions and recommendations which have significant impact. This level of responsibility far exceeds the GS-09 level where this **authority and independence is not exercised. GS-11s make more** significant personal contacts than GS-09s. Employee **makes** significant personal contacts regarding fielding of new **systems** and organizations, advising management on ways to increase military occupational specialty (MOS) qualifications, equipment readiness improvement, **adopting** proposals, etc. Employee does not meet the GS-12 level of contacts which includes top Government officials. This position does not meet the GS-12 level of responsibility **because GS-12** specialists are usually geographically separated from their supervisors; they also work with top Government and private industry officials in making recommendations which are seldom reversed that have agency and departmentwide impact. This position is collocated with the supervisor and does not require-making recommendations that have agency and departmentwide impact. Decisions and recommendations made by this position basically influence the state **ARNG**.

Reference 8.5. is used to **evaluate the** development of the Force Integration Plan (**FIP**) which is a long range plan (20 years) and includes the structure, personnel, equipment resources, training, facilities, etc. The FIP *meets* the GS-12 level nature of assignments which describes a comprehensive plan (see pages 14 and 15). This duty exceeds the GS-11 level planning problems that are conventional in nature **because** of projecting and forecasting 20 years into the future. This duty does not meet the GS-13 level which requires extensive knowledge of precedent cases, and court decisions or development of regulations or legislative programs. The GS-12 level of responsibility is not met because the supervisor determines the **execution of the work**, and resolves novel problems or **matters** involving **serious** consequences. The level of responsibility delegated matches the GS-11 level which includes development of the plan, assembly and analysis of data, etc. This position also analyzes Force Modernization, Master Plan, Materiel Fielding Plans, etc. which is comparable to GS-11 level and exceeds the GS-09 level **because** GS-09s infrequently make unreviewed decisions. Employee **makes commitments** covered by policy, only problems of **unusual** difficulty are referred to supervisor. Work is reviewed for soundness of conclusions which matches the GS-11 level of responsibility depicted in the standard.

Grade Level Summary: The **complexity** of work relating to the FIP is considered to be GS-12 level. However, based on a previous OPM classification decision if the complexity of work or the level of responsibility are one grade level apart, the overall worth of this generally would be classified at the lower grade. Other work performed by this position meets the GS-11 complexity of work and level of responsibility. Therefore, the most appropriate grade and the overall worth. of **this position** is evaluated as GS-11.

E. Conclusion: Force Integration Readiness Analyst, GS-0301-11

Classifier: M. Michelle Potter Activity: NGB-CCA Date: 28 JUL 1999